

# Privacy Statement

Colusa Indian Community Council  
Privacy Statement  
As of July 1, 2007

Colusa Indian Community Council (CICC) is committed to protecting your privacy. We have made a commitment to maintain strict requirements regarding how we treat your information.

The information on this Web site (the "Site") is being offered by CICC. If you use CICC's Web site, please refer to the privacy policy set forth here. This privacy statement is designed to tell you how we collect and use personal information so you can make an informed decision about using our Site. Please read this statement before using our Site or submitting any personal information to us. By using our Site, you consent to the information collection and use practices described herein.

## CHANGES IN THIS PRIVACY STATEMENT

If we decide to change our privacy policy, we will post those changes to this privacy statement and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page.

Your use of the Site following the posting of such changes or revised statement shall constitute your acceptance of any such changes. We encourage you to review our privacy statement whenever you visit our Site to make sure that you understand how any personal information you provide will be used. This privacy statement applies to all users of this Site, including but not limited to CICC's customers who register for our services ("Customers") and to persons or entities that send email to Customers ("Senders"). This privacy statement applies only to our online information collection and use practices through this Web site and does not apply to CICC's offline information collection and use practices.

## SPECIAL NOTICES:

1. CICC employees do not read your email to target content or related information to you without your consent.
2. We will not sell, share, or rent any personal information to others in ways different from what is disclosed in this statement without first obtaining your authorization.
3. We never share your personally identifying information with any advertiser as part of this service, unless you specifically ask us to do so.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

Although the majority of information obtained through this Site is business related, we may also collect personal information (i.e., individual information that may be used to personally identify or contact you) from you. Collection is done both actively (information you voluntarily submit to us) and passively (information automatically gathered from your computer).

**ACTIVE COLLECTION.** At several places on our Site, we collect certain information you voluntarily provide to us that may contain personally identifiable information. For example, our Contact page requests your full name, address, phone number, fax number, and email address. If you do not provide such information you may not be able to use the Site and service offered therein. You may also provide us with credit card information for payment of registration fees or other fees collected by CICC. If you send us an email request, we may also store that information.

**PASSIVE COLLECTION.** Our software automatically collects certain information from your computer (such as your Internet address, browser type, operating software, computer language, email type, etc.) using two methods: (1) "cookies," and (2) log files.

1. **Cookies.** A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is not linked to any personally identifiable information while on our Site. We use cookies to track a user's path for security purposes, as well as to target their interests in an effort to enhance the experience on our Site. If you wish to block, erase, or be warned of cookies, please refer to your browser instructions or help screen to learn about these functions. If a user rejects a cookie, they may still use our Site; however, they will be limited in some of its areas. CICC reserves the right to prohibit access to and use of the Site if cookies are disabled.

2. Log Files. We use IP addresses to analyze trends, administer the Site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Aside from the methods listed above, we do not use any tracking technologies in conjunction with your email. For example, when you send an email, we do not use cookies to monitor whether the recipient has received it.

#### HOW DO WE USE THE PERSONAL INFORMATION WE COLLECT?

CICC is the sole owner of the information collected on this Site. Personal information that you provide CICC (such as a personal email address) may be used by CICC in the following ways:

- to contact you about your use of the Site or about our products and services;
- to respond to your comments or requests;
- to request feedback and to enable us to develop and improve the Site and our products and services;
- for internal and CICC marketing/promotional purposes including newsletters; and
- for the specific purpose for which the information was provided, such as applying for employment.

Your email address will not be sold or shared with third parties, unless required by law.

Except as set forth herein, CICC will not disclose email addresses, to any third parties, including, but not limited to, direct marketers.

#### WHAT PERSONAL INFORMATION DO WE SHARE WITH THIRD PARTIES?

We will not sell, share, or rent any personal information to others in ways different from what is disclosed in this statement without first obtaining your authorization. We may use aggregate information (i.e., information we collect that does not allow you to be personally identified or contacted) without your authorization, such as information about your access and use of the Site, about your computer operating system and computer language, email type, and similar information.

We may disclose personal information you provide to independent contractors, service providers and consultants who are engaged by or working with CICC. For example, we may use credit card processing companies to process payments for goods and services, outside shipping companies to ship orders and credit bureaus to check credit histories. We may partner with other parties to provide specific services and will share information with them in order to facilitate their provision of services. For example, when the Customer or other user signs up for these services, we will share names, or other contact information necessary for the third party to provide these services.

We may also disclose personal information we have collected if we are required to do so by law or if, in our good faith judgment, such action is reasonably necessary to comply with legal process, to respond to any claims, or to protect the rights of CICC and its customers and the public.

Please note: This Site may contain links to other sites. Please be aware that CICC is not responsible for the privacy practices of such other sites. We encourage our Customers or other users of the Site to be aware when they leave our Site and to read the privacy statements of every Web site that collects personally identifiable information. Similarly, if you entered the Site through another Web site, CICC is also not responsible for the privacy practices of that site, and you should review the privacy policy of the originating Web site before providing any personal information to that Web site. This privacy statement applies solely to information collected by CICC.

#### WHAT STEPS DO WE TAKE TO PROTECT YOUR INFORMATION?

CICC understands that security of your information and your email address is vital to your business. CICC provides four levels of protection against unauthorized access to your information: (1) global security using SSL encryption technology, (2) firewall security for protection of our Web and database servers against external attack, (3) encrypted password protection for your account.

#### HOW CAN YOU CORRECT AND UPDATE YOUR PERSONAL INFORMATION?

If you wish to correct your email address or any personally identifiable information (such as zip code, phone number, etc.), please contact us at the address or email indicated above and we will endeavor to correct or update the personal data you have provided us to the extent such information is not necessary to complete any services or transactions with us.

#### CHOICE / OPT-OUT

We provide you the opportunity to "opt out" of our use of your personally identifiable information. If you no

longer wish to receive our newsletter and promotional communications, and also wish to withdraw permission for us to use your personally identifiable information, you may opt-out by canceling your services with CICC. You may cancel your services by sending us a "Termination of Service" email.

You will be notified when your personal information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

If you feel that CICC is not abiding by this privacy statement, you should contact our Privacy Compliance Coordinator by email at the Government Contact page of this site or by mail at 3730 Highway 45, Colusa, CA, USA 95932.